

Office Use Only

Project #: _____ Fee: \$ _____

Receipt #: _____ Received by: _____

Assoc. PROJ #: _____

Planning and Development Department
3000 Guildford Way, Coquitlam BC V3B 7N2
Tel: 604-927-3430 Fax: 604-927-3405
e-mail: devinfo@coquitlam.ca
www.coquitlam.ca/development

Application Type

- | | | |
|--|---|---|
| <input type="checkbox"/> Master Development Plan
<input type="checkbox"/> Official Community Plan Amendment
<input type="checkbox"/> Zoning Map Amendment
<input type="checkbox"/> Zoning Text Amendment
<input type="checkbox"/> Development Permit (DP)
<input type="checkbox"/> Form & Character Delegated
<input type="checkbox"/> Form & Character Non-Delegated
<input type="checkbox"/> Watercourse
<input type="checkbox"/> Wildfire Interface
<input type="checkbox"/> Major Amendment
<input type="checkbox"/> Minor Amendment
<input type="checkbox"/> Development Variance Permit | Subdivision
<input type="checkbox"/> Conventional/ Fee-Simple
<input type="checkbox"/> Conventional/ Site Configuration
<input type="checkbox"/> Air Space Parcel
<input type="checkbox"/> Lot Line Adjustment
<input type="checkbox"/> Bare Land Strata
<input type="checkbox"/> PLA Extension

Strata
<input type="checkbox"/> Strata Title Conversion
<input type="checkbox"/> Phased Strata | <input type="checkbox"/> Pre-Application
<input type="checkbox"/> Road/Lane Cancellation
<input type="checkbox"/> Temporary Use Permit
<input type="checkbox"/> Heritage Revitalization Agreement
<input type="checkbox"/> Heritage Alteration Permit
<input type="checkbox"/> Agricultural Land Reserve
Amendment Bylaw
<input type="checkbox"/> Sign Bylaw
<input type="checkbox"/> Subdivision and Development Servicing Bylaw
<input type="checkbox"/> Building Bylaw |
|--|---|---|

All applicable sections must be completed. Only complete applications (including the completed application form) will be accepted.

Applicant

Date: _____

Business Name: _____

Contact Name: _____

Address: _____ City: _____ Postal Code: _____

Phone: _____ E-mail: _____

Owner(s) of Property

Owner	Address and Postal Code	Phone	E-mail
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Site Description

Property Address(es): _____

Total site area (m²): _____ Site frontage: _____ m Site depth: _____ m

Existing buildings/structures will be: Retained Demolished Relocated No Existing Structures

Is the property located in a floodplain? Y N

Proposal

Project Name: _____ Number of buildings in this project: _____

Estimated Cost of Construction: \$ _____ Phase: _____ of _____

Project Description: _____

Apartment units: # _____ Townhouse units: # _____

Single Family Houses: # _____ Duplex / Triplex / Quadruplex: (circle) # _____

Proposed Road/Lane Cancellation: Y N

Proposed Variances: Y N # of Affected Properties by Variance: _____

Rationale of variance may be submitted on separate document with application submission.

	Existing		Proposed	
Land Use(s)				
CWOCP Designation				
Zoning				
Number of Lots				
Total Gross Floor Area	m ²		m ²	
Residential GFA - Total	m ²	For Demo: m ²	m ²	
Residential GFA - base	m ²		m ²	Ratio:
Residential GFA - bonus	m ²		m ²	Ratio:
Commercial GFA (m²)	m ²	For Demo: m ²	m ²	
Industrial GFA (m²)	m ²	For Demo: m ²	m ²	
Institutional GFA (m²)	m ²	For Demo: m ²	m ²	
	Required		Proposed	
Amenity Space - Total	m ²		m ²	
Amenity Space - indoor	m ²		m ²	
Amenity Space - outdoor	m ²		m ²	
Lot coverage	%		%	
Vehicle Parking – Total				
Residential (market)				
Rental (market)				
Rental (non-market)				
Residential Visitor				
Commercial / Ind. / Inst.				
Loading Bays				
Bicycle Parking - Total				
Residential Long-Term				
Residential Short-Term				
Commercial Long-Term				
Commercial Short-Term				

Project Housing Statistics

Total Number of Residential Units in all phases: _____

Total Number of Residential Units in current phase: _____

Affordable Housing Reserve Fund request: Y N _____

Amenity space reduction request: Y N _____

Name of your housing operator / non-profit partner: _____

Childcare space proposed: Y N _____ m²

	Strata / Ownership Units		
	# of units	% of units	Average Size (m ²)
Studio			
1 BR			
1 BR + Den			
2 BR			
2 BR + Den			
3 BR			
4 BR +			
Total		100%	

	Purpose-Built Rental Units (PBR)				Non-Market Rental (NM) Units				Project Rental Total	% of Rental Units
	# of units	% of PBR	Rent / month	Average Size (m ²)	# of units	% of BM/NM	Rent / month	Average Size (m ²)		
Studio										
1 BR										
1 BR + Den										
2 BR										
2 BR + Den										
3 BR										
4 BR +										
Total		100%				100%				100%

* All purpose-built rental housing must be secured with a Housing Agreement.

Priority Rental Units: In applicable zones, a 1.0 FAR density increase may be achieved for the inclusion of at least 20% of the following priority rental unit types (please describe) and the remainder is used for purpose-built rental units:

- 3BR or larger units: _____ # _____ % of 1.0 Non-Market rental units: _____ # _____ % of 1.0
 Accessible units: _____ # _____ % of 1.0

Demolition of Existing Housing Proposed

Describe the form and tenure of any existing dwelling units (strata, market rental, co-op, secondary suite, other) that would be required to be demolished if this application is approved.

	Proposed to Demolish: Owned / Strata / Supported		Proposed to Demolish: Purpose-Built Rental	
	# of units	Unit Type (single family, townhouse, apartment, co-op, secondary suite, garden cottage, care facility, transitional living)	# of units	Unit Type (single family, townhouse, apartment, secondary suite)
Studio				
1 BR				
1 BR + Den				
2 BR				
2 BR + Den				
3 BR				
4 BR+				
Total				

Name of your Tenant Relocation consultant: _____

Contaminated Sites Regulation

Areas of Potential Concerns:	Yes	No
Has the subject site ever (currently or historically) been used for commercial or industrial purposes? If "yes," you will be required to submit a Site Identification form pursuant to the Environmental Management Act and the Contaminated Sites Regulation (Ministry of Environment).	<input type="radio"/>	<input type="radio"/>

Applicant Acknowledgement

Any personal information provided on this form is collected in accordance with the *Freedom of Information and Protection of Privacy Act*, for the purpose of administering relevant Planning and Land Use Management processes pursuant to Part 14 of the *Local Government Act*. Applicants are advised that all Planning and Land Use Management processes are public and any materials submitted become part of the public record. All information submitted may be used for reports to Council, available to the public upon request and distributed on the City's website. Should you have any questions or concerns about the collection and/or release of your personal information please call the Planning and Development Department at 604.927.3430.

By signing this application form, the applicant/owner attests that the information provided on this and supplemental application forms for land use permits from the City of Coquitlam is true and correct to the best of their knowledge. Any material falsehood or any omission of a material fact made by the applicant/owner with respect to this application may result in an issued permit becoming null and void.

I, the applicant/owner, certify that this application is being made with the full knowledge and consent of all owners of the property in question.

Property Owner (Print)

Signature

Date

Applicant or Authorized Representative Name (Print)

Signature

Date

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SUBMISSION REQUIREMENT CHECKLIST

APPLICATION SUBMISSION INFORMATION	BYLAW			LAND USE PERMITS						SUBDIVISION & STRATIFICATION							OTHER					
Review the checklist to determine what your submission requirements are. ✓ = Required TBD = To be Determined by Staff Blank = Not Required <u>Drawing details list</u> for below submissions are available at : www.coquitlam.ca/BuilderResources	Master Development Plan	OCP Amendment – Map	Zoning Amendment - Map	Development Permit (DP) – Non Delegated	DP – Delegated	DP – Watercourse	DP – Amendment	Development Variance Permit (DVP)	Temporary Use Permit	Conventional - Fee Simple	Conventional – Site Configuration	Air Space Parcel	Bareland Strata	Lot Line Adjustment	Phased Strata	Strata Conversion	Road cancellation	Pre-Application Submission	Heritage Revitalization Agreement (HRA)	HRA Amendment	Heritage Alteration Permit	Agricultural Land Reserve Referral
Forms, Fees, and Other – 1 copy of each and Electronic Copy of Forms and or Documents																						
Application Form & Fees	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Current Title Search and all Charges on Title	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Agent authorization & Director’s Register or Notice of Articles	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Floor Area overlay sheets				✓	TBD		TBD	TBD										✓	✓	TBD	TBD	
Arborist Report *			✓	✓	TBD		TBD	TBD		✓	✓		✓						✓			
Environmental Assessment/RAR/SPEA						✓																
Electronic PDF of all drawings and documents	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Electronic Survey Plan to be submitted in CAD and GIS files (UTM NAD83)		✓	✓	✓						✓	✓		✓	✓			✓					
Site Identification form for Contaminated sites**	TBD	TBD	TBD	TBD	TBD			TBD		TBD	TBD		TBD			TBD	TBD		TBD			TBD
Drawing Sets – Bound and Rolled – 3 copies (A1 or 24” x 36”), 1 copy (11” x 17”) and Electronic Drawings (.pdf – compressed file and .dwg)																						
Certified Survey Plan (Topographic survey)	✓	✓	✓	✓	✓	✓	TBD	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓
Proposed Subdivision Plan										✓	✓	✓	✓	✓		✓	✓					
Location/Site Plan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓
Project Statistics	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	TBD	✓	✓
Floor Plans, including Parking Plans				✓	✓	✓	✓	✓	✓	TBD			TBD			✓		TBD	✓	✓	✓	✓
Sections				✓	✓	✓	TBD	TBD								✓		TBD	✓	TBD	TBD	✓
Lot Coverage Diagram				✓	✓	TBD	TBD	TBD	TBD							TBD		TBD	✓	TBD		
Setback Diagram				✓	✓	TBD	TBD	TBD	TBD	TBD						TBD		TBD	✓	TBD	✓	✓
Coloured Building Elevations				✓	✓	TBD	TBD		TBD							TBD		TBD	✓	TBD	✓	
Coloured 3D Renderings				✓	TBD		TBD											TBD	✓	TBD	TBD	
Landscaping Plan	✓			✓	✓	TBD	TBD	TBD	TBD									TBD	✓	TBD	✓	
Photos of existing site and adjacent area				✓	✓		TBD	✓	TBD									✓	✓	TBD	✓	
Servicing Concept Plan	✓	TBD	TBD	✓			TBD			TBD	TBD							TBD	✓			
Form P / Sketch Plan															✓							
Housing Choices DP Design Guidelines Checklist***					✓																	
Master Development Plan Form and Content****	✓																					

Below documents are available at: www.coquitlam.ca/BuilderResources

* Arborist report is required if there are trees on the property and/or adjacent to the property. Except for land clearing in NE Coquitlam unless SPEA is involved. Please refer to document labeled “Arborist Report Guidelines”.

** Site Profile form is required for contaminated sites *** Applicant must submit a [Housing Choices DP Design Guideline Checklist](#) when applying to construct a duplex, triplex, fourplex or multiplex.

**** Please review the Master Development Plan Rezoning Policy & Procedure document.

Additional Requirements that may be required after submission of your application

Please note that any requirements listed in the table above may also be required to be submitted later even though it was not initially required as part of the application.

- Environmental Assessment
- Streamside protection and enhancement area (SPEA) and riparian assessment area report(s) to address Riparian Areas Regulation (RAR) and replanting plan as regulated per the provincial government (B.C. Reg. 376/2004)
- Site Grading Plan
- Servicing concept plan
- Phase 1 Stormwater Management Plan
- Flood Protection/Hydrogeological Assessment
- Geotechnical Assessment
- Shadow Study
- Acoustic Study
- Housing Affordability Strategy (HAS) Incentives
- Transportation Demand Management (TDM) Measures
- Traffic Impact Assessment, prepared by a certified transportation consultant
- Additional mailing fee at the discretion of staff for public consultation purposes
- Spatial Data in UTM NAD83
- Streetscape Elevations

I certify that the attached submission is complete and accurate, and includes all required items for the Development Application that I have applied for.

Applicant Signature

Date

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